



Modify an Accounting Code

To modify an existing accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Modify**. The *Step 1 of 3: Select Organization Endpoint* page appears.
3. Select the organization endpoint for which you want to modify accounting codes. The *Step 2 of 3: Update Accounting Codes* page appears.
4. Update the list of accounting codes and click **Next**.

You can update the accounting codes by

- Entering the **Agency Accounting Code**, *optional*



Application Tip

If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

- Entering the accounting code **Description**, *optional*



Application Tip

To narrow an accounting code search, enter a partial or full accounting code or enter a partial or full accounting code description. The Accounting Code search field will allow a user to search by using the “Starts with” functionality. However, the Accounting Code Description search field will allow a user to search with “Contains” functionality.

- Selecting **Valid** or **Invalid** for the **SAM Validation Status**, *optional*
- Clicking **Search**, *optional*



Application Tip

By default, the first 50 accounting codes display in ascending numerical order.

**Application Tip**

If an OTC Endpoint has more than 50 accounting codes, click the pagination menu above the section containing the existing accounting codes to view additional pages of search results.

You can modify the accounting codes by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol, *if applicable*

**Application Tip**

Accounting codes are displayed for editing if:

- They *are not* identified as **Treasury Account Symbols (TAS)**
- They *are* identified as **TAS** and designated by **Shared Accounting Module (SAM)** as **Valid** or **Invalid**

Accounting codes do not display for editing if they are identified as **TAS** and are being validated by **SAM**.

- Entering the **Accounting Code Name** details, *if applicable*
- Entering the **Description** details, *if applicable*
- Checking the **Delete** box next to the accounting code(s) you want to delete, *if applicable*

**Application Tip**

To input additional rows and accounting codes to the table, click **Add More Lines**.

5. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.
6. A *Confirmation* page appears showing the accounting codes have been saved for the organization.

**Application Tip**

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.